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31 JAN 1980

MEMORANDUM FOR: Director of Personnel Policy,
Planning and Management

FROM : John N. McMahon
Deputy Director for Operations

SUBJECT : NAPA Project Group Recommendations on
Personnel Evaluation Board and Panel
Operations

REFERENCE : PERS 80-471, 24 January 1980

The Directorate of Operations is in conformance with the NAPA Project Group recommendations N, O and P quoted in paragraph 1 of reference memorandum. Specifically:

a. The DO undertakes competitive evaluation of all personnel including those in supervisory positions. We use panels to recommend personnel for promotion based on assessment of performance and potential.

b. The Directorate of Operations Career Service Personnel Evaluation System Handbook includes both precepts for the evaluation of performance and an explanation of the Comparative Evaluation Groupings as estimates of potential. In supplementary guidance delivered to Boards both in writing and orally when they convene, further emphasis is given to the estimate of potential as the determinant in the case of the CEG's. Panels are instructed to place every individual in a CEG, including those whose performance they are not required to evaluate formally (usually because of short time in grade).

c. Panels are briefed that selection for promotion and evaluation of potential, including high potential, are their two basic functions. They are also requested to make recommendations concerning training, reassignment, counseling and other career development steps in individual cases as they perceive such steps to be appropriate.

d/e. Until the DDCI's approval of the NAPA Project Group recommendations cited in reference, Panel recommendations were considered binding on the DDO unless he obtained DDCI or DCI approval for alterations. Effective with notification of the

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Evaluation Board and Panel Operations

DDCI's approval of the NAPA Project Group recommendations, it has been established that DO Panels are advisory to the DDO, who may alter their recommendations for promotion from GS-13 to GS-14 and at lower grade levels. Panels convened since the DDCI's approval have been advised of this change. Any alteration by the DDO of Panel promotion recommendations will be reported to the Director of Personnel Policy, Planning and Management.

/s/ JOHN N. McMAHON

John N. McMahon

Original - DD/Pers/P-C-4 Feb 80

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